

Mawson Lakes Preschool

Payment of Preschool Fees Procedure



Rationale

As a Department for Education preschool we receive funding to pay salaries and manage the operation of the preschool, however it doesn't cover all our costs. Preschool fees contribute to the costs of providing a quality preschool program and include excursion and incursion payments and the purchase of equipment, resources and consumables.

This procedure outlines Mawson Lakes Preschool's practices in line with the Department for Education's [Preschool contribution and other charges instruction \(edi.sa.edu.au\)](#) and the [Education and Care Services National Regulations 168 \(2n\)](#)

No child will be excluded from our preschool program because their parent, guardian or carer is not able to pay preschool fees.

When setting preschool fees the Governing Council will consider the following;

- the cost for an individual child to participate in the preschool program
- that the contribution charge does not exceed the estimated actual costs of services provided
- the socio-economic status of the preschool catchment

Fees can be paid in full at the beginning of a child's preschool year, half yearly, term by term or other instalment as negotiated between the preschool and family. Families are encouraged to speak with the Director if they are having financial difficulties which may affect their ability to pay fees. If a family is experiencing financial hardship the Director has the discretion to defer, reduce, not pursue or refund the preschool contribution.

Working with families

- The fee amount will be communicated to families before they enrol their child
- Preschool fees will be made accessible to families via the parent handbook and on the preschool website
- Invoices for fee payments will be issued to families at the beginning of each term. Families are encouraged to speak with the Director if they feel that they will not be able to pay fees
- Families will be asked to make payments within 3 weeks of invoice issue
- Reminders will be sent out to families by week 6
- A follow up phone call will be made by the Finance Officer (or delegate) after reminders have been sent if no response is received, or if families fall outside of their agreed payment plan
- The preschool will provide at least two weeks' notice of any changes to the fee structure

References

ACECQA: Payment of Service Fees and Provision of a Statement of Fees Charged by the Service Policy Guidelines (2021)
[Payment of Service Fees and Provision of a Statement of Fees Charged by the Service Policy Guidelines \(acecqa.gov.au\)](#)

Department for Education: Preschool contribution and other charges instruction
[Preschool contribution and other charges instruction \(edi.sa.edu.au\)](#)

Department for Education: Governing council fees for stand-alone preschools (accessed May 2022)
[Governing council fees for stand-alone preschools \(education.sa.gov.au\)](#)

Legislation and National Quality Standards

This policy relates to the following National Law and Regulations

Education and Care Services National Regulations 2011 (Current version 1 March 2023)

Regulation 168: Policies and procedures (2n) – payment of fees and provision of a statement of fees charged by the education and care service

[Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

Education and Care Services National Regulations 2011 (Current version 1 March 2023)

Regulation 172: Notification of change to policies or procedures

[Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

This policy links to:

Quality area 7: Governance and leadership.

[Quality Area 7 – Governance and leadership | ACECQA](#)